

**CONFIDENTIAL**

Approved For Release 2000/09/14 : CIA-RDP86-00244R000100160007-2

14 MAY 1970

MEMORANDUM FOR: Chief, Building Planning Staff

FROM : Executive Officer, Office of Logistics

SUBJECT : Annual Report of Records Holdings

1. An annual report of the volume of records in Agency offices is required from each component at the end of each fiscal year. This year's report is due in the Records Administration Branch by 17 July 1970. To meet this deadline, the feeder reports from Logistics components are due in the Records & Services Branch (Registry) no later than 8 July 1970.

2. To assist in Agency records planning, the reports required this year are much more specific and detailed than in previous years. An item by item inventory is required; and a FORM 138, Records Survey Work Sheet, must be completed for each and every item. A sample of the form with instructions for completion is attached.

3. The figures from the Forms 138 will constitute the basis for your annual report. The totals are to be submitted in accordance with the attached sample breakdown. A conversion table is included for your information and use. Additional forms are available in the Registry.

4. Your cooperation and assistance in this Annual Records Inventory will be appreciated. If you have any questions about this year's inventory, please call [REDACTED] on extension 2461.

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Attachments:

Sample Form 138  
Blank Forms 138  
Compilation Sheets  
Conversion Table

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